

# VACANCY ANNOUNCEMENT

## VA Palo Alto Health Care System

### THE DEPARTMENT OF VETERANS AFFAIRS IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants receive consideration without regard to race, religion, color, national origin, non-disqualifying mental or physical disability, age (with authorized exceptions), sex, political affiliation, or any other non-merit factor.

<b>Vacancy Annc No.</b> <b>05-183(AG)</b>		<b>Opening Date</b> <b>8/23/2005</b>	<b>Closing Date</b> <b>9/13/2005</b>	<b>U.S. Citizenship Required</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (See notes below)
<b># Posns</b> One	<b>Position Title</b> Program Specialist		<b>PD Number</b> GS-9: 04241-0 GS-11: 040710	<b>Pay Plan, Series, Grade</b> GS-301-9 (Target GS-11) or GS-301-11
<b>Service</b> Research Service			<b>Promotion Potential</b> GS-11	<b>Salary Range</b> GS-9: 47,257 - \$61,431 Per Annum GS-11: \$57,178 - \$74,331 Per Annum
<b>Duty Station</b> Palo Alto, CA			<b>Tour of Duty</b> Monday – Friday, 8:00am – 4:30pm	
<b>Work Schedule</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intermittent <input type="checkbox"/> Part-time @ _____ hrs/wk		<b>Subject to Bargaining Unit</b> <input checked="" type="checkbox"/> Yes-Minimum posting: 15 work days <input type="checkbox"/> No-Minimum posting: 10 calendar days		<b>Subject to Supervisory Probationary Period</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (First-time supervisors subject to 1 year)
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary _____ <input type="checkbox"/> Term NTE _____		<b>Subject to Drug Testing</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (See notes below)		<b>Physical or Medical Examination Required</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (See notes below)
<b>Travel and/or relocation expenses</b> <input type="checkbox"/> are authorized <input checked="" type="checkbox"/> are not authorized		<b>Applicants currently serving under recruitment or relocation bonus service obligation must notify this office of the conditions of their agreement.</b>		
		<b>Relocation bonus</b> <input type="checkbox"/> is authorized <input checked="" type="checkbox"/> is not authorized	<b>Recruitment bonus</b> <input type="checkbox"/> is authorized <input checked="" type="checkbox"/> is not authorized	
<b>Area of Consideration - For information on application procedures, see section on 'HOW TO APPLY'</b> <input checked="" type="checkbox"/> Current PERMANENT employees of the VA Palo Alto Health Care System. <input type="checkbox"/> Current VA employees eligible for transfer. <input type="checkbox"/> Veterans eligible for appointment under the Veterans Recruitment Appointment (VRA). <input type="checkbox"/> Veterans eligible for appointment under the Veterans Employment Opportunities Act (VEOA). <input type="checkbox"/> 30% or more Service-Connected Compensably Disabled Veterans. <input type="checkbox"/> Schedule A (handicapped) eligibles. <input type="checkbox"/> STATUS applicants eligible for transfer or reinstatement. <input type="checkbox"/> PUBLIC - All other interested candidates not meeting any of the above categories.				
<b>Point of Contact</b> - Inquiries should be directed to the following individual at (650) 858-3951. <b>Akiko Giordono, Human Resources Specialist</b>				
<b>REASONABLE ACCOMMODATION</b> This office provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this office. The decision on granting reasonable accommodation will be on a case-by-case basis.				
<b>THE DEPARTMENT OF VETERANS AFFAIRS SUPPORTS A DRUG-FREE ENVIRONMENT</b>				

**DUTIES:** Incumbent is responsible for Research Without Compensation (WOC) Personnel Administration and management of the Research Service mandatory training program and the Credentialing Program, under the general supervision of the Research Service Administrative Officer. The incumbent directs the WOC employment program for Research Service by performing or overseeing human resources related activities; utilizes the Research Administration website to establish a tracking and follow-up system; acts as the liaison with the Human Resources office concerning WOC matters; provides advice and assistance to Principal Investigators and staff concerning Federal and Research hiring processes and procedures; reviews, analyzes and interprets incoming requests, and recommends appropriate actions or suggests appropriate alternatives; and calls to the attention of the Administrative Officer problems that require agency human resources office intervention or correction. He/she is responsible for directing the education and training program for over 800 Research employees; develops and manages at racking mechanism using the Research website databases to ensure the Service employees are compliant in their training requirements; and prepares all training reports required by the Director and Central Office. The incumbent ensures all Research employees are cleared from the Debarment list and List of Excluded Individuals/Entities (LEI/E); directs, either through performing or overseeing, the research employee credentialing verification process; when discrepancies are found, coordinates with the Administrative Officer to ensure proper action to be taken.

**QUALIFICATION REQUIREMENTS:**

**Specialized Experience:** The experience must be in or related to the duties of the position above and has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position.

GS-9: Requires one year of specialized experience equivalent to the GS-7 grade level in the Federal Service.

GS-11: Requires one year of specialized experience equivalent to the GS-9 grade level in the Federal Service.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** A copy of college transcripts must be submitted with the application packet.

GS-9: Masters degree or 2 full years of progressively higher level graduate education leading to such a degree.

GS-11: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree.

**APPLICANTS PLEASE NOTE:** Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.) Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html> All education claimed by applicants will be verified by the appointment agency accordingly.

**VOLUNTEER EXPERIENCE:** Appropriate credit will be given for voluntary participation in community, social service, and similar activities.

**BASIS OF RATING and Rating Factors (KSA's):** Your rating will be based on the quality of your experience as shown in your application and elements. Listed below are the knowledge, skills and abilities considered essential for successful performance in this position. These elements will be used to determine the highly qualified candidates to be referred to the selecting official. Provide, on a separate sheet of paper, a DETAILED description of your experience as related to the knowledge, skills and abilities listed below. Incomplete, vague, or contradictory information may affect your rating.

1. Knowledge of and skill in applying analytical and evaluative methods and techniques to issues or functions related to office administration.
2. Knowledge of pertinent laws, regulations, policies and precedents which affect administrative operations.
3. Knowledge of the major issues, program goals and objectives, work processes and administrative operations of the Research organization.
4. Interpersonal skills in presenting staffing recommendations and negotiating solutions to disputed recommendations.

**ADDITIONAL NOTES:**

- ◇ Additional Vacancies: This announcement may be used to fill additional vacancies occurring within 90 days.
- ◇ Time-In-Grade Requirement: Candidates for advancement to General Schedule (GS) positions in the competitive service must have completed a minimum of 52 weeks at the next lower grade level (or equivalent) commensurate with the line of progression for this position.
- ◇ English Language Proficiency: If applicable, individuals appointed to direct patient care positions must be proficient in spoken and written English as required by Title 38, United States Code (38 U.S.C.).
- ◇ TB Skin Screen Test: All applicants selected for employment with the VAPAHCS will be required to meet TB screening requirements before being placed into this position.

**HOW TO APPLY:**

Eligible Permanent Employees of VAPAHCS - Submit OF-612, Optional Application for Federal Employment, Resume, or VA Form 5-4078, Application for Promotion or Reassignment, by the closing date (9/13/05) of this announcement. Responses to the Rating Factors (KSA's) must be received in the Human Resources office within 7 calendar days of the closing date (optional).

All application materials will become the property of the Human Resources Management Service and will not be returned, used for other positions, or duplicated once submitted.

In accordance with 18 U.S.C. 1719, use of postage-paid government agency envelopes to file job applications is a violation of Federal law and regulation. Applications mailed in postage-paid government envelopes, sent by Federal agency special courier services or submitted through Federal fax machines will not be considered.

**APPLICATIONS SHOULD BE MAILED TO:**

VA Palo Alto Health Care System  
Human Resources Management Service (05A)  
3801 Miranda Avenue  
Palo Alto, CA 94304